SCOPE OF SERVICES
CONSTRUCTION PROJECT

LAKE AND RIVER ENHANCEMENT (LARE) PROGRAM
INDIANA DEPARTMENT OF NATURAL RESOURES
DIVISION OF FISH AND WILDLIFE

I. Project Purposes:

The purposes of the Lake and River Enhancement program-funded construction project include:

1. Complete project construction as designed (including agreed-upon modifications)
2. Insure project success through necessary communication with/among project sponsor, permitting agency(ies) staff, LARE program staff and affected landowner(s)

II. Project Tasks:

1. Submit monthly progress reports during the duration of the project to the LARE project sponsor and LARE program staff

2. Build the project to the specifications set forth in the design and in accordance with permit conditions

3. Insure successful installation of materials via project management oversight

4. Correct any immediate structural or material failures or shortcomings

5. Complete engineering 'as-built' report

   a. This task includes completion of a bound construction report illustrating no less than the following:

      i. Executive summary
      ii. Statement of project purpose
      iii. General overall project description (including, but not limited to, project contractor, project timing, project accomplishments, specifications for project materials, changes from original scope and any necessary future project inspection and maintenance requirements)
      iv. Final plan sheets and "as-built" designs
      v. Record the location of the project with the 12 digit HUC (Hydrologic Unit Code) as well as Latitude and Longitude

Coordinates expressed in decimal degrees, using NAD 1983 Datum.

6. Provide guarantee of workmanship and materials

III. Data Presentation:

Raw data sheets need not be bound into each copy of the report. However, at a minimum, one set of all design and field data must be submitted to the LARE program office to aid in the review of the draft report and plan sheets.

Presentation of data in English units with metric units in parentheses is preferred. Example 5 ft (1.5 m).

IV. Review Process

Four (4) hard copies and three (3) electronic copies (in either Microsoft Word or Adobe .pdf format) of the draft report and plan sheets must be provided to the LARE program office for review by the local sponsor, LARE staff, county SWCD and drainage board. Where the project area covers more than one county, two (2) additional copies of the report and plan sheets should be supplied for each additional county.

The LARE staff will forward copies to the project sponsor and other appropriate entities for review.

The titles of the draft report and plan sheets must refer to the report as a "Draft" version. Additionally, each page of the draft report and plan sheets must be labeled "Draft - Subject to Revision."

To facilitate review of the draft report and plan sheets, a meeting between a representative of the local sponsor, consultant, LARE staff and other affected parties will be held to discuss the review comments. This meeting will be coordinated by LARE staff.

V. Final Report

After addressing the review comments to the involved parties' satisfaction, four (4) copies of the final report and plan sheets must be provided to the LARE office. Three digital copies in either Microsoft Word or Adobe .pdf format must also be submitted. Where the project area covers more than one county, two (2) additional copies of the report and plan sheets should be supplied for each additional county involved.

1. Both draft and final reports must be reproduced with two-sided pages for hard copies and as a single electronic file in Microsoft Word or Adobe .pdf format, suitable for

posting to the LARE website.

Follow these guidelines for electronic copies:
  a) Electronic file names must follow this protocol:
     Draft_Name_Lake_Name_County_Construction_Project_Month_Year.pdf
  b) All electronic copies must contain the complete digital copy of the full report
     including appendices, figures, maps and photos in either Microsoft Word[©] or
     Adobe PDF[©] format as a single electronic file. Do not prepare multiple files
     that need to be merged into one file for web posting.
  c) Keep file sizes as small as possible to facilitate email exchange and
     downloading by adjusting pixel size on graphics, compressing photos, or
     exporting GIS files to pdf or jpeg formats.